

TITLE	INVOICING POLICY
Objective	Trinity College London ('Trinity') is an awarding body regulated by Ofqual. Trinity is committed to a high level of transparency and fairness in its relationship with candidates and Registered Exam Centres ('centres') for its examinations. Its aim is to ensure that candidates and centres have clear information about Trinity's examination fees and invoicing procedures, primarily through publication of the full range of its fees and this invoicing policy on the Trinity website. Information can also be obtained from Trinity's wide network of representatives.
Scope	This policy sets out the procedure candidates and centres should follow when paying Trinity for an examination.
What the fee covers	<p>Details on the conduct, structure, content and marking method for each examination by each subject area is provided on the Trinity website, thereby providing a broad breakdown of what the examination fee consists of. The main features in the calculation of fees are:</p> <ul style="list-style-type: none"> • Printing and distribution of syllabus and other materials • Quality assurance of examination content and registration of centres • Liaison with centres in the enrolment, identification and verification of candidates • The appointment of examiners who are specialists in their field • Travel and logistics of getting examiners to a centre • Training for examiners to ensure standardisation of assessment and fairness • Guidance and assistance to centres on standards and quality of the physical examination environment • Providing online facilities to record examination results quickly • Providing an mechanism for appeals • Producing and issuing certificates • Trinity's central overhead costs • Associated fees and subscriptions, for example, for the re-

TITLE	INVOICING POLICY
	validation of subject content
Procedure for candidates	<p>Invoices for examinations are not issued to candidates directly. They are issued to the centre where the examination will be held. Therefore, when a candidate decides to enter for an examination, they should submit their application through the centre where they will take the examination or, if that's different from where they are being taught, through their school or teacher. Candidates pay the fee charged for the examination by the centre.</p>
Procedure for centres	<p>Trinity will issue the invoice to the centre, school or teacher after the examination closing date. The invoice is itemised with a list of the unique candidate numbers and the examination/s each candidate is taking. Candidates are not named on the invoice but their candidate number can be used for identification through Trinity Online - Trinity's secure IT platform for capturing all the details relevant to the examination. These details are also used to verify the entry details and identity of the candidate on the day of the examination.</p> <p>Payment should be made by bank transfer or by cheque in accordance with the terms specified by Trinity on the invoice or otherwise notified to the payer. An official entry form should be completed and submitted along with payment. Receipts can be obtained by ticking the relevant box on the official entry form and enclosing a stamped addressed envelope.</p> <p>Please note that Rock and Pop examinations can also be entered for online at http://trinityrock.trinitycollege.co.uk/enter.</p> <p>A complete and itemised record of the fee charged to the candidate, the date of their assessment, their identity (including address and other details) and the outcome of their assessment is retained on Trinity Online. A copy of the portion of the invoice pertaining to an individual candidate is retained for a period of up to seven years after the examination.</p>
Notes	This policy is subject to review at the discretion of Trinity's Executive and/or as required by changes to legislation.
Effective date	13 th May 2013
Reviewed	